



DEFENSE CONTRACT MANAGEMENT AGENCY

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MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-type Memorandum 18-003, "Contract Receipt and Review"

References: DCMA-INST 118, "Contract Receipt and Review," June 25, 2013 (as amended)
DCMA Memorandum, "Electronic Document Records Management System (eDRMS) Changes," August 17, 2017
DCMA Memorandum # 15-202, "Automated IWMS eDRMS Contract Records Maintenance," October 13, 2015
DCMA Memorandum # 15-057, "Integrated Workload Management System (IWMS) Agency Deployment," March 1, 2015

Purpose. This DCMA Policy-type Memorandum (DCMA-PTM):

- Clarifies DCMA-INST 118, "Contract Receipt and Review" to indicate when a Post Award Orientation Conference (PAOC) determination must be documented in the Contract Receipt and Review (CRR) eTool.
- Updates DCMA-INST 118 to delete references to the Electronic Document Workflow (EDW) system.
- Updates DCMA-INST 118 to identify the use of the Electronic Document Records Management System (eDRMS).

Applicability. This DCMA-PTM applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

Policy. It is DCMA policy that:

- An Administrative Contracting Officer (ACO) must document the need for a PAOC in a CRR eTool determination, only when a functional specialist (FS) recommends a PAOC in the CRR eTool or when the ACO determines that a PAOC is required. PAOCs are initiated by the contracting officer in accordance with FAR 42.503-1. DCMA Special Programs ACOs must follow their own documented procedures.
- DCMA-INST 118 is amended to delete all references to the EDW system. In its place, the Integrated Workload Management System (IWMS) and Electronic Document Access (EDA) systems will be used to retrieve and manage assigned contract workload. EDA continues to be the DoD worldwide web-based system that provides secure online access to contract and procurement documents.

Responsibilities. Contract Management Office (CMO) Commanders/Directors and Center Directors will disseminate and comply with this updated policy and replacement of EDW with IWMS in DCMA-INST 118 is part of the CRR process.


Procedures. Ensure the ACO PAOC determination is documented in the CRR eTool following receipt of a positive FS recommendation, and follow the CRR process using the prescribed applications of IWMS, EDA, and eDRMS.

Labor Codes. D2000 – Receive and Review Workload
D2100 – Workload Acceptance Decisions
D2200 – Contract Deficiency Reports, Modification Input/General Data Integrity.

Resource Page. <https://360.dcma.mil/sites/policy/AQ/SitePages/118r.aspx>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will be incorporated into DCMA-INST 118 and DCMA-MAN 2501-01. This DCMA-PTM will expire effective 12 months from the date of issuance.



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